

MINISTRY OF FOOD

Standard Procedure at the Counter for the Operation and Issue of R.G.48

A. TYPES OF APPLICATION

- (a) **Main Types**: These are set out below in groups.
- (b) **Evidence**: Refuse application if the evidence set out below under its type is not produced.
- (c) **Exceptional Types**: Refer to the Supervisor any type not classified below.

B. MARKING OF THE RATION BOOK

- (a) **First**—be sure evidence satisfies the requirements of Section A.
- (b) **Food Pages**: Mark these as set out in Col. 1 below. If pages missing, refuse application until produced.
- (c) **If applicant is not a Ration Book holder**, follow procedure of Section E.
- (d) **R.G.12A Page (or R.B.8X)**: Endorse on panel(s) of retailer(s) for the food(s) allowed in Col. 3 the details set out in Col. 2.
- (e) **If applicant is not or cannot be registered**, follow procedure of Section E.

C. WRITING AND ISSUE OF R.G.48

- (a) After marking Ration Book as set out in Cols. 1 and 2, prepare R.G.48 in triplicate (a separate set for each food).
- (b) In the panels along the top corresponding to the headings below, enter the details set out in Cols. 3 to 7.
- (c) In the body, enter consumer's and retailer's names and addresses, and impress Food Office stamp on the top copy.
- (d) Detach top copy and stick in applicant's Ration Book.
- (e) **Later Action**: Impress Food Office stamp on second copy of every completed R.G.48 and pass together with the third copies to the Retailers' Section in the Food Office.

MANUSCRIPT NOTES & ADDITIONS

BABY GROUP

1 Baby age 6-18 months :
Verify age by reference to date of birth on R.B.2.

2 Mother of Baby age under 1 year (R.G.48 for Mother's R.B.)
Verify baby's age by reference to date of birth on R.B.2.

—
Exceptionally on request.

CHILD GROUP R.B.4

3 Child not at school age 5-14 years :
Ask for Form MK/NAS, and verify age by reference to date of birth on Ration Book.

4 Sick Child (5-14) :
(a) **Type 3 Case**:
Ask for weekly R.G.50 entitling to 7p., and verify type 3 evidence is in order.

(b) **other Cases**:
Ask for weekly R.G.50 entitling to 7p., and verify age by reference to date of birth on Ration Book.

5 Convalescent child :
Ask for weekly R.G.50 and verify that evidence of type 4 (a) or 4 (b) is in order entitling to 7p.

COLS.	(1)	(2)
	FOOD PAGE MARKING	R.G.12A PAGE, OR RB.8X ENDORSEMENT
	Do not mark	R.G.48/(here enter expiry wk. no. of R.G.48)
	Do not mark	R.G.48/(here enter expiry wk. no. of R.G.48) 7 p. $2\frac{1}{2}$ ex. p.
	Do not mark	R.G.48/(here enter expiry wk. no. of R.G.48) $1\frac{1}{2}$ ex. p.
	Do not mark	Do not endorse
	Do not mark	Do not endorse
	Do not mark	Do not endorse

	(3)	(4)	(5)	(6)	(7)
	A (the food allowed)	B (quantity allowed)	C (type code)	R.B. (Applicant's type of Ration Book)	WEEKS (validity) From wk. no. To wk. no.
Eggs	3		B	2	week of issue * week when age will be 18 months
Milk	7p $2\frac{1}{2}$ ex. p.		M ME	1	week of issue * week when age will be 12 months
Milk	$1\frac{1}{2}$ ex. p.		NAS	4	week of issue As date on form MK/NAS. (maximum period allowed is 13 weeks)
Milk	2 ex. p.		SNAS	4	week of issue week of issue thus 14 14
Milk	$3\frac{1}{2}$ ex. p.		SC	4	week of issue week of issue thus 14 14
Milk	* $2\frac{1}{2}$ ex. p.		SNAS or SC	4	week of issue week of issue thus 14 14

* perhaps in next ration year

* extra to any existing allowance granted under items 3 and 4

DIET GROUP	FOOD PAGE MARKING	R.G.12A PAGE OR R.B.8X ENDORSEMENT	A (the food allowed)	B (quantity allowed)	C (type code)	R.B. (Applicant's type of Ration Book)	WEEKS (Validity) From wk. no. To wk. no.
6 Diabetic : Ask for completed form as Appx. 953.7 of D.L.O.3.	Sugar—cancel all coupons except P.Q.R.S.	Do not cancel sugar registration enter "R.G.48/52" enter "7p." in milk panel as well as R.G.48/52	Meat	2 ex.		I or 2 or 4 as suits the case	week of issue 52
7 Employment (see list of occupations in Section D.) Verify by reference to Agricultural Employment Stamp or employer's certificate.	Do not mark	R.G.48/52	Cheese	1 sp.	D		
8 Vegetarian : Ask for R.G.6 as Appx. Ch. 955 of D.L.O.3.	Meat } Cancel all Bacon } Coupons Fats—endorse "Veg. Marg." on all coupon sections.	Cancel meat and bacon registrations and advise Retail Section on Spare R.G.12A marked "For cancellation only." If not registered for meat and bacon strike out panels. Enter "R.G.48/52."	Veg. marg.	2 oz. ex.		I or 2 or 4 as suits the case	week of issue 52
9 Combination of above : (a) Diabetic/Employment As for types 6 and 7.	As type 6	As type 6	Cheese	1 sp.	V		
(b) Vegetarian/Employment As for types 7 and 8.	As type 8	As type 8	Meat	2 ex.		I or 4 as suits the case	week of issue 52
(c) Diabetic/Vegetarian As for types 6 and 8.	As types 6 and 8	As types 6 and 8	Butter and Margarine	12 oz. ex.	DE		
(d) Vegetarian/Employment/ Diabetic : As for types 6, 7 and 8.	As types 6 and 8	As types 6 and 8	Cheese	2 sp.		I or 4 as suits the case	week of issue 52
Bacon—Cancel all coupons Fats—Endorse "Veg. Marg." on all coupon sections.	Cancel bacon registration and advise Retail Section on spare R.G. 12A marked "For cancellation only." If not registered strike out bacon panel.	Milk	7 p.				
10 Orthodox Jews and others : Must have scruples against eating Bacon and must be registered for Fats.		Veg. marg.	2 oz. ex.	DV		I or 2 or 4 as suits the case	week of issue 52
		Cheese	2 sp.				
		Milk	7 p.				
		Veg. Marg.	2 oz. ex.	VED			
		Butter and Margarine	12 oz. ex.				
		Cheese	2 sp.				
		Milk	7 p.				
		Veg. marg.	2 oz. ex.	VM			
		Cheese	2 sp.				
		Milk	7 p.				

WELLCOME
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General Collections
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1667

A. TYPES OF APPLICATION

INVALID GROUP

11 Invalids qualifying for priority under provisions of MED.I :
 (For sick and convalescent children see Items 4 and 5).
 Ask for R.G.50.

12 Spontaneous Hypoglycaemia sufferers :
 Ask for doctor's statement.

13 Affections of the mouth/throat gullet, or organic disorder interfering with swallowing (excluding cases of gastrostomy) and confined to liquid diet.
 Ask for doctor's statement.

14 Nephritis (kidney disease) :
 Ask for doctor's statement that the applicant suffers from nephritis with gross oedema and albuminuria.

B. MARKING OF THE RATION BOOK

Cols. (1) (2)

FOOD PAGE MARKING	R.G.12A PAGE OR R.B.8X ENDORSEMENT
Do not mark	R.G.48/ (here enter expiry wk. no. of R.G.48) Enter p. or ex. p. against milk
Do not mark	R.G.48/ (here enter expiry wk. no. of R.G.48)
Do not mark	R.G.48/ (here enter expiry wk. no. of R.G.48)
Do not mark	R.G.48/ (here enter expiry week no. of R.G.48)

C. WRITING AND ISSUE OF R.G.48

(3) (4) (5) (6) (7)

A (the food allowed)	B (quantity allowed)	C (type code)	R. B. (Applicant's type of Ration Book)	WEEKS (Validity)
Eggs and/or Milk	3 (if under 18) ex. p. (if over 18) P.	I	I or 2 or 4 as suits the case	week of Issue week appropriate to class no. on R.G.50 See Med. I.
Sugar	2 ex.	I	I or 2 or 4 as suits the case	week of Issue 4 weeks ahead (repeat until decision received from D.F.O.)
Sugar	1 ex.	I	I or 2 or 4 as suits the case	week of Issue 26 weeks ahead
Meat	3 ex.	I	I or 2 or 4 as suits the case	week of Issue 26 weeks ahead

* perhaps in next ration year



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MANUSCRIPT NOTES & ADDITIONS

D. LIST OF OCCUPATIONS RELATIVE TO TYPE 7:

Agricultural workers as below :—

All insured under the Agricultural Insurance Scheme and workers, not so insured, engaged full time under contracts for work in agriculture.

Dry stone dykers

Hay pressers and trussers

Hop-pickers

Women's Land Army trainees

Land drainage workers (including Catchment Board workers)

Members of the Women's Land Army

Threshing machine workers

Tractor workers (including owner drivers)

Travelling blacksmiths and agricultural machinery maintenance engineers

NOTES :

1. Normally the special cheese ration should only be granted to type 7 cases where no adequate catering facilities are available.
2. In dealing with applications, reference should be made to the relative sections of D.L.O.3.
3. If in doubt as to authenticity of employer's certificate, refer to Supervisor.

Canal navigation maintenance workers

Charcoal burners working all the year round in forests, burning in portable kilns or pits

County and rural roadmen

Electrical linesmen and linesmen's mates working in open country

Fishermen not holding R.B.6 and on whose behalf special authorities have not been issued under DLO.3, 967.4

Forestry workers, including hauliers, fellers and saw millers in or connected with forestry who actually work in forests, timber workers employed at small saw

mills in country districts, and lorry drivers exclusively employed in the transport of timber between the forests and railway stations

Miners working underground

Ministry of War Transport Agency Services workers in isolated districts

Ordnance Survey Field Revisers

Permanent water bailiffs paid by Fishery Boards

Post Office engineers

Quarrymen—roadstone, limestone and slate, including chalk diggers and slag workers procuring slag for road construction purposes

Railway electrical sub-station staff

Railway manual workers, including those who work a continuous turn of 8 hours at a depot where there are catering facilities and owing to there being no rostered meal break are precluded from using such facilities

Sand pit workers

Scale repairers included under the description "Service Adjusters engaged on repairs and/or contracts."

Wagon repairers working on railway and colliery sidings

Waterworks undertakings employees

E. ADAPTED PROCEDURE RELATIVE TO SECTION B (c) AND B (e):

Conditions :

(a) Applicant is not a Ration Book holder, e.g., sick seaman on leave.

(b) Applicant is not or cannot be registered. *OR*

IS using R.B.12 for the time being.

1. Prepare R.G.48 in accordance with Section C., but with no retailer entry. N.B.—for Veg. Marg. strike out space B (quantity) instead of entering 2 oz.
2. Destroy the 2 carbon copies.
3. Then follow standardised procedure for issue of R.B.12.

F. REMOVALS :

(a) If requiring change of retailer.

1. Ask for name and address of new retailer.
2. Detach old R.G.48 from Ration Book and replace by a new one made out for the remainder of the period of validity.
3. Make appropriate entries on old and new R.G.12A (or R.B.8X).
4. Write name and address of new retailer on spare counterfoil and issue to the applicant.

(b) If not requiring change of retailer.

1. Enter name and address of retailer on new R.G.12A (or R.B.8X) and endorse as necessary.

G. RENEWALS :

Where the code on the expired R.G.48 was :

B, M, or ME

D, V, or VM

All others

The evidence needed for renewal is :

These do not qualify for renewal.

Code on expired R.G.48 is sufficient

Obtain fresh evidence similar to that laid down in Section A.

Note.—Any application, the renewal of which is limited to a maximum period, e.g., active worker away sick, limited under class II. (a) of MED.I to 7 pints per week priority for a maximum period of six weeks, re-state on each renewal the first week of issue so as to make obvious the completion of the period—thus : 36/36 on issue, 36/37 on first renewal, 36/38 on second renewal, and so on till maximum covered.